Work-Study Employee Handbook 2021-22

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Reynolds
COMMUNITY COLLEGE

Program Overview

Federal Work Study (FWS) is a federally subsidized campus-based program administered by the Department of Education's Federal Student Aid Office. FWS offers part-time employment opportunities for students who demonstrate need. FWS also helps defray students educational costs by providing monetary awards that can assist with educational-related expenses. Whenever possible, work-study employment will take into account the academic and professional interests of the student. In addition, the FWS program provides Reynolds Community College departments and community organizations in Richmond with needed support staff at little or no cost to the employer.

FWS is available for enrolled students during the academic year and during the summer for students who are planning to enroll in the following academic year. Employment opportunities can be on-campus or off-campus at non-profit and for-profit organizations and even in approved volunteer capacities. Off-campus FWS jobs must be in the public interest.

Federal Work Study funds are awarded to students who indicate an interest in the program and who also have demonstrated financial need, as defined by the Department of Education.

The FWS program is managed by the Reynolds Office of Financial Aid. The FWS Coordinator is the point of contact for supervisors and students, and the coordinator is responsible for the day-to-day operations of the program.

Statement of Nondiscrimination:

Reynolds Community College (Reynolds) is committed to the principle of equal opportunity. The college does not discriminate on the basis of race, sex, color, religion, national origin, age, political affiliation, veteran status, or otherwise qualified persons with disabilities. Inquiries concerning EEO issues or the Affirmative Action Policy should be addressed to the college's Equal Employment Opportunity (EEO) Officer.

Background Investigation Notification and Disclosure

In the event a student is selected for a Reynolds security-sensitive position, that individual is required to successfully pass a background check before their first day of employment. The FWS Coordinator will be responsible for retrieving the student's completed and signed Background Investigation Notification and Disclosure form and submitting it to Human Resources. Once a student has successfully passed the background check and begins their FWS assignment, that person is required to report convictions, within five (5) days of the legal determination, to their immediate supervisor and Human Resources.

Student Responsibilities

It is extremely important that the student understand their responsibilities in accepting employment under the Work Study program as described below:

1. Work-study students cannot work unless a supervisor is present. Supervisors must be regular college employees.

2. Work-study students must arrange a working schedule with their supervisor. Students may work anytime Monday-Friday, provided their supervisor will be present and that this schedule is acceptable to their supervisor. Students may work non-standard hours for special projects as assigned by their supervisor.

3. Work-study students must notify their supervisor if, for any reason, they are unable to meet their schedule. The work-study student must call their supervisor if they expect to be late or absent.

4. Work-study students must maintain the confidentiality of information to which their assignment provides access. Students must abide by the terms of the JSRCC Information Technology Policy which is found in this packet.

5. Work-study students must give at least two weeks' notice to their supervisor if they plan to terminate employment.

6. Work-study students work hours must be 'submitted' through HRMS* daily. Inaccurate or late time reporting may result in incorrect paycheck amounts or late paychecks. A pay period runs from FRIDAY to THURSDAY.

7. Work-study students' Work-Study Approval Form shows the total work-study award for the semester. The student's total earnings must not exceed their total award. The student and supervisor are responsible for monitoring the number of hours worked per week

and the total amount earned, so that these do not exceed limits on the Work-Study Approval Form.

8. Students may be terminated from the Work-Study program for a number of reasons. Please refer to the section on Job Performance and Conflict Resolution in this Handbook. The most common reason for termination is failure to report for work as scheduled, and/or failure to contact the student's supervisor when the student is unable to report for work as scheduled.

9. Students must be enrolled in at least six credits each term or the work-study award will be cancelled.

* See HRMS instructions for additional information.

Conflict Resolution and Job Performance

Job Transfers

Students or supervisors may request a change to a work-study assignment. Requests will be considered if there are problems reaching agreement on a work schedule or if there are conflicts between a student and supervisor. Transfers are generally not considered if the student does not like the job duties.

The Financial Aid Office will consult with the supervisor and student before a decision is made. Transfers cannot be approved unless there are open positions available. Transfers are only approved after the new supervisor has been made aware of the situation, and agrees to accept the transferring student.

Resignation

Work-study students may resign from a work-study position at any time. The work-study student must submit a written resignation to their supervisor and the FWS Coordinator, providing at least two weeks' notice if possible.

Job Performance and Termination

Various situations arise which may warrant a student's removal from a work-study position:

1. Failure to maintain good academic standing and satisfactory progress as defined by financial aid policies.
2. Failure to maintain at least a half-time academic load (6 credits or more).
3. Failure to maintain a satisfactory job performance, as determined by the work-study student's supervisor.

The most common reasons for unsatisfactory job performance are failure to report for work, as scheduled, and failure to call the work-study student's supervisor when unable to report for work as scheduled.

Termination Process

1. The supervisor should first discuss any complaints regarding job performance with the work-study student. This is considered a verbal warning, and it is an opportunity to clear up any misunderstanding that may exist.
2. If work behavior does not improve, a written warning is to be given to the student with a copy to the FWS Coordinator.
3. If work behavior still does not improve, the supervisor should contact the Financial Aid Office. The Financial Aid Office will then consider the student for reassignment, depending on the circumstances surrounding the termination.

Summer Employment

Summer semester FWS requirements differ slightly from the fall and spring. Students are not required to be enrolled in classes to participate in the summer work-study program, however, there must be record of an FAFSA on file for the upcoming academic year.

Participation and hours worked are contingent upon availability of funds.

Community Service

Community service includes the areas of welfare, social services, transportation, recreation, crime prevention and control, support services for students with disabilities, and mentoring activities.

Participation can be with a public non-profit or private for-profit institution, and it is not limited to work on-campus.

J. Sargeant Reynolds Community College (Reynolds) must establish an agreement with any eligible outside organization prior to any work-study student providing services to that particular organization. Any student interested in participating in community service work-study should contact the FWS coordinator for more information.

Reauthorization of the 1992 Higher Education Acts governing federal financial aid programs mandated that a portion of federal work-study funds are allocated towards community service.

Policies and Procedures

Work-Study students are a vital part of the daily operations of Reynolds Community College. Work-Study students are individuals who are employed on a part-time basis to perform various tasks under the direction of faculty and staff members.

Before accepting employment, the work-study student must agree to the following statements:

- Wear their student ID during work hours;
- Not surf the web for personal use. The computers are for work assignments only;
- Use of the telephone is for business purposes only, except in the case of an emergency;
- Cell phones must be turned off during business hours or placed on vibrate;
- Non-work-study students should not allow classmates to loiter/visit during work hours;
- Not work outside their supervisor(s) schedules;
- Work during scheduled time periods. If unable to report to work (due to illness or an emergency), the work-study student will notify their supervisor at least one hour before their scheduled start time. Make-up time will be scheduled at the discretion of the supervisor;
- Not study during scheduled work hours;
- Check with their supervisor for work assignments;
- Complete all assigned tasks within the allotted time;
- When given a task, report to supervisor the amount of work completed during the scheduled work period;
- Leave all unfinished work in the appropriate designated area;
- Take responsibility for the proper completion of timesheets;

- Not work more than eight (8) hours a day;
- Take a thirty (30)-minute break when working six (6) consecutive hours and a forty-five (45)-minute break if working eight (8) consecutive hours;
- All break time should be pre-approved by supervisors;
- **Lunch breaks must be taken on your own time, and you must sign out before departing and after returning.**

Employee's Name (print): _____ ID: _____

Employee's Signature: _____ Date: _____

Policies

The Certificate of Receipt form references the following policies:

- Policy 1-35, Student Conduct
- Policy 3-14, Standard Work Schedule and Overtime
- Policy 3-19, Substance and Alcohol Abuse
- Policy 3-39, Employment Background Screening

Each of these policies can be found on the Reynolds Community College website, http://www.reynolds.edu/policy/student.aspx and are available for your review.

Policies

CERTIFICATE OF RECEIPT

Your signature below indicates you have reviewed and understand the following DHRM Policies:

- Policy 1-35, Student Conduct
- Policy 3-14, Standard Work Schedule and Overtime
- Policy 3-19, Substance and Alcohol Abuse
- Policy 3-39, Employment Background Screening

Your signature is intended only to acknowledge that you have been advised and have read the above-mentioned policies. It does not imply agreement or disagreement with the policies. If you refuse to sign this certificate of receipt, your supervisor will be asked to initial this form indicating that a copy has been given to you.

_____

Employee's Name (please print)

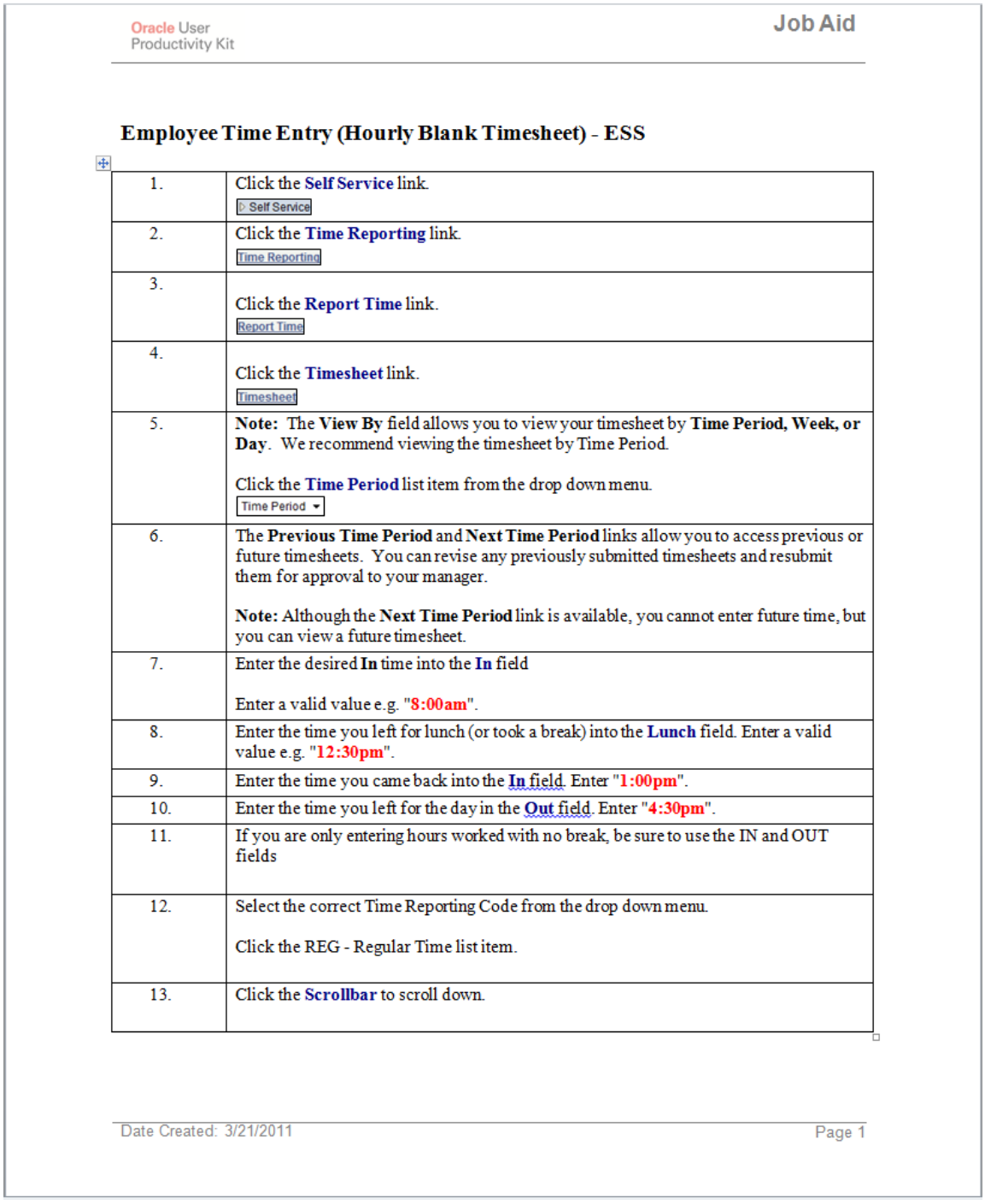
_____

Signature

_____

Date

Appendix: Tutorials



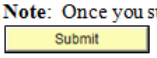
Oracle User Productivity Kit

Job Aid

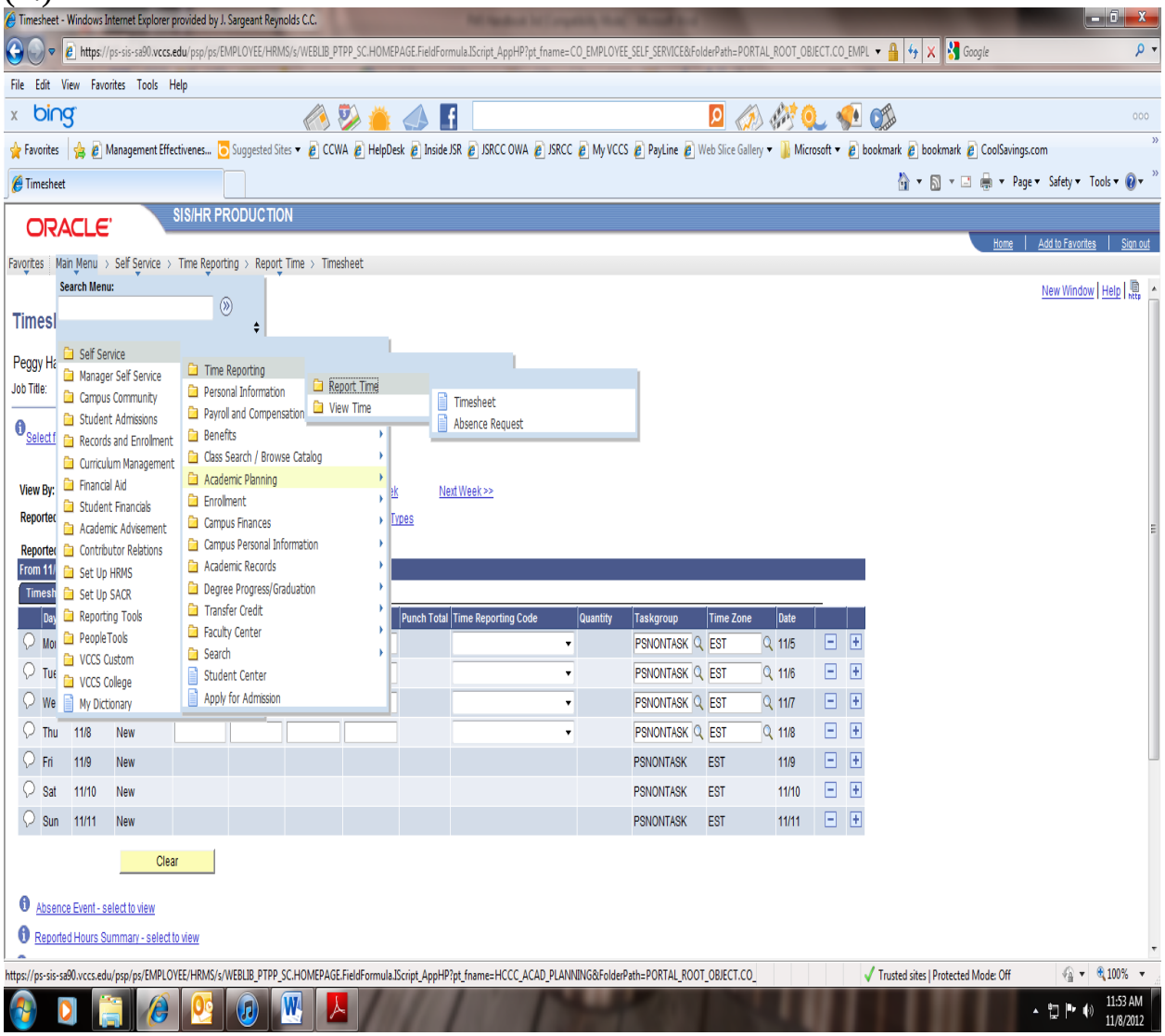
Employee Time Entry (Hourly Blank Timesheet) - ESS

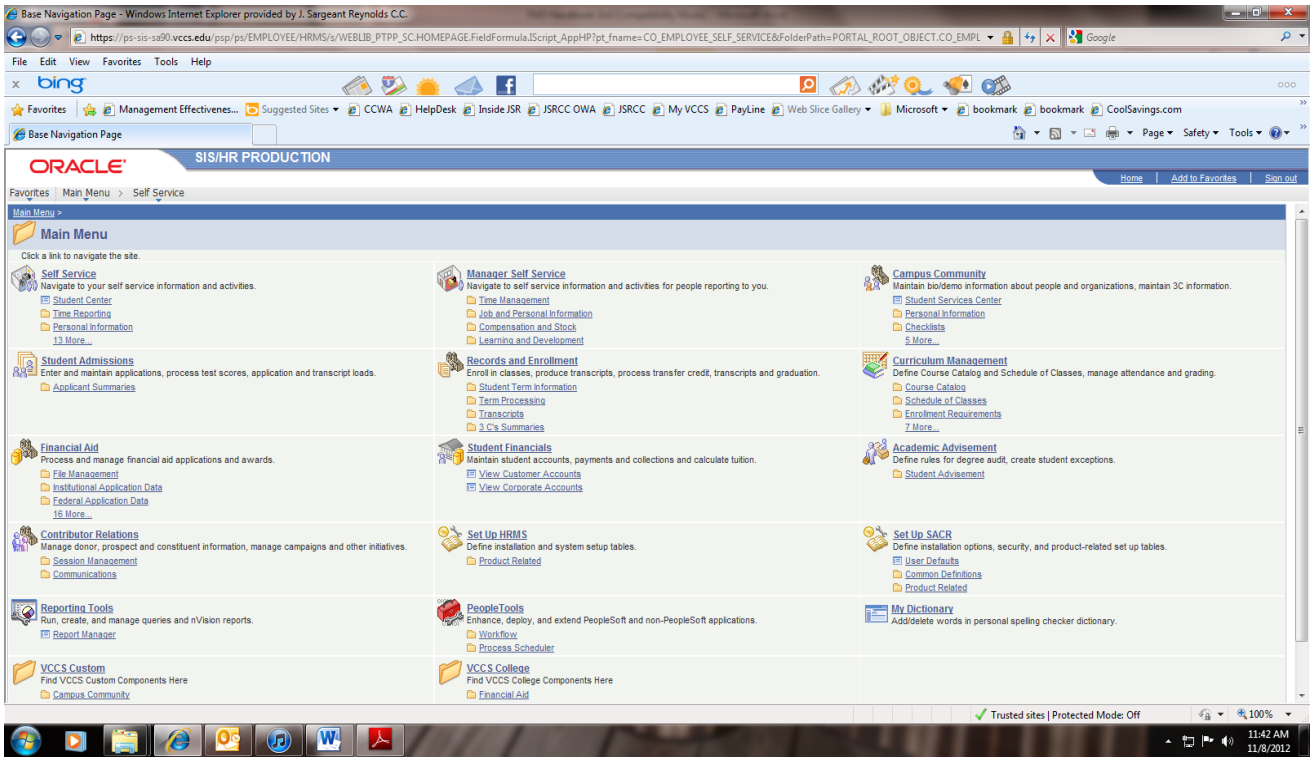
1.	Click the **Self Service** link. Self Service
2.	Click the **Time Reporting** link. Time Reporting
3.	Click the **Report Time** link. Report Time
4.	Click the **Timesheet** link. Timesheet
5.	**Note:** The **View By** field allows you to view your timesheet by **Time Period, Week, or Day**. We recommend viewing the timesheet by Time Period. Click the **Time Period** list item from the drop down menu. Time Period
6.	The **Previous Time Period** and **Next Time Period** links allow you to access previous or future timesheets. You can revise any previously submitted timesheets and resubmit them for approval to your manager. **Note:** Although the **Next Time Period** link is available, you cannot enter future time, but you can view a future timesheet.
7.	Enter the desired **In** time into the **In** field Enter a valid value e.g. "**8:00am**".
8.	Enter the time you left for lunch (or took a break) into the **Lunch** field. Enter a valid value e.g. "**12:30pm**".
9.	Enter the time you came back into the **In** field. Enter "**1:00pm**".
10.	Enter the time you left for the day in the **Out** field. Enter "**4:30pm**".
11.	If you are only entering hours worked with no break, be sure to use the IN and OUT fields
12.	Select the correct Time Reporting Code from the drop down menu. Click the REG - Regular Time list item.
13.	Click the **Scrollbar** to scroll down.

Date Created: 3/21/2011 Page 1

14.	Click the **Submit** button. **Note**: Once you submit your time, all hours will register and populate. 
15.	Click the **OK** button.
16.	**Note:** The timesheet will reflect updated hours once it is **Submitted.** As you can see here, hours have now calculated.
17.	You have learned how to make changes to your blank time sheet and reflect actual hours worked. **End of Procedure.**

(1.)


Timesheet - Windows Internet Explorer provided by J. Sargeant Reynolds C.C.
ORACLE
SIS/HR PRODUCTION
Home | Add to Favorites | Sign out
Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet
Search Menu:
New Window | Help
Self Service
Manager Self Service
Campus Community
Student Admissions
Records and Enrollment
Curriculum Management
Financial Aid
Student Financials
Academic Advisement
Contributor Relations
Set Up HRMS
Set Up SACR
Reporting Tools
PeopleTools
VCCS Custom
VCCS College
My Dictionary
Time Reporting
Personal Information
Payroll and Compensation
Benefits
Class Search / Browse Catalog
Academic Planning
Enrollment
Campus Finances
Campus Personal Information
Academic Records
Degree Progress/Graduation
Transfer Credit
Faculty Center
Search
Student Center
Apply for Admission
Report Time
View Time
Timesheet
Absence Request
Next Week >>
Punch Total
Time Reporting Code
Quantity
Taskgroup
Time Zone
Date
Thu 11/8 New
Fri 11/9 New
Sat 11/10 New
Sun 11/11 New
PSNONTASK
EST
Clear
Absence Event - select to view
Reported Hours Summary - select to view
Trusted sites | Protected Mode: Off
100%
11:53 AM
11/8/2012


Base Navigation Page - Windows Internet Explorer provided by J. Sargeant Reynolds C.C.
ORACLE
SIS/HR PRODUCTION
Home | Add to Favorites | Sign out
Favorites | Main Menu > Self Service
Main Menu >
Main Menu
Click a link to navigate the site.
Self Service
Navigate to your self service information and activities.
Student Center
Time Reporting
Personal Information
13 More...
Manager Self Service
Navigate to self service information and activities for people reporting to you.
Time Management
Job and Personal Information
Compensation and Stock
Learning and Development
Campus Community
Maintain bio/demo information about people and organizations, maintain 3C information.
Student Services Center
Personal Information
Checklists
5 More...
Student Admissions
Enter and maintain applications, process test scores, application and transcript loads.
Applicant Summaries
Records and Enrollment
Enroll in classes, produce transcripts, process transfer credit, transcripts and graduation.
Student Term Information
Term Processing
Transcripts
3 C's Summaries
Curriculum Management
Define Course Catalog and Schedule of Classes, manage attendance and grading.
Course Catalog
Schedule of Classes
Enrollment Requirements
7 More...
Financial Aid
Process and manage financial aid applications and awards.
File Management
Institutional Application Data
Federal Application Data
16 More...
Student Financials
Maintain student accounts, payments and collections and calculate tuition.
View Customer Accounts
View Corporate Accounts
Academic Advisement
Define rules for degree audit, create student exceptions.
Student Advisement
Contributor Relations
Manage donor, prospect and constituent information, manage campaigns and other initiatives.
Session Management
Communications
Set Up HRMS
Define installation and system setup tables.
Product Related
Set Up SACR
Define installation options, security, and product-related set up tables.
User Defaults
Common Definitions
Product Related
Reporting Tools
Run, create, and manage queries and nVision reports.
Report Manager
PeopleTools
Enhance, deploy, and extend PeopleSoft and non-PeopleSoft applications.
Workflow
Process Scheduler
My Dictionary
Add/delete words in personal spelling checker dictionary.
VCCS Custom
Find VCCS Custom Components Here
Campus Community
VCCS College
Find VCCS College Components Here
Financial Aid
Trusted sites | Protected Mode: Off
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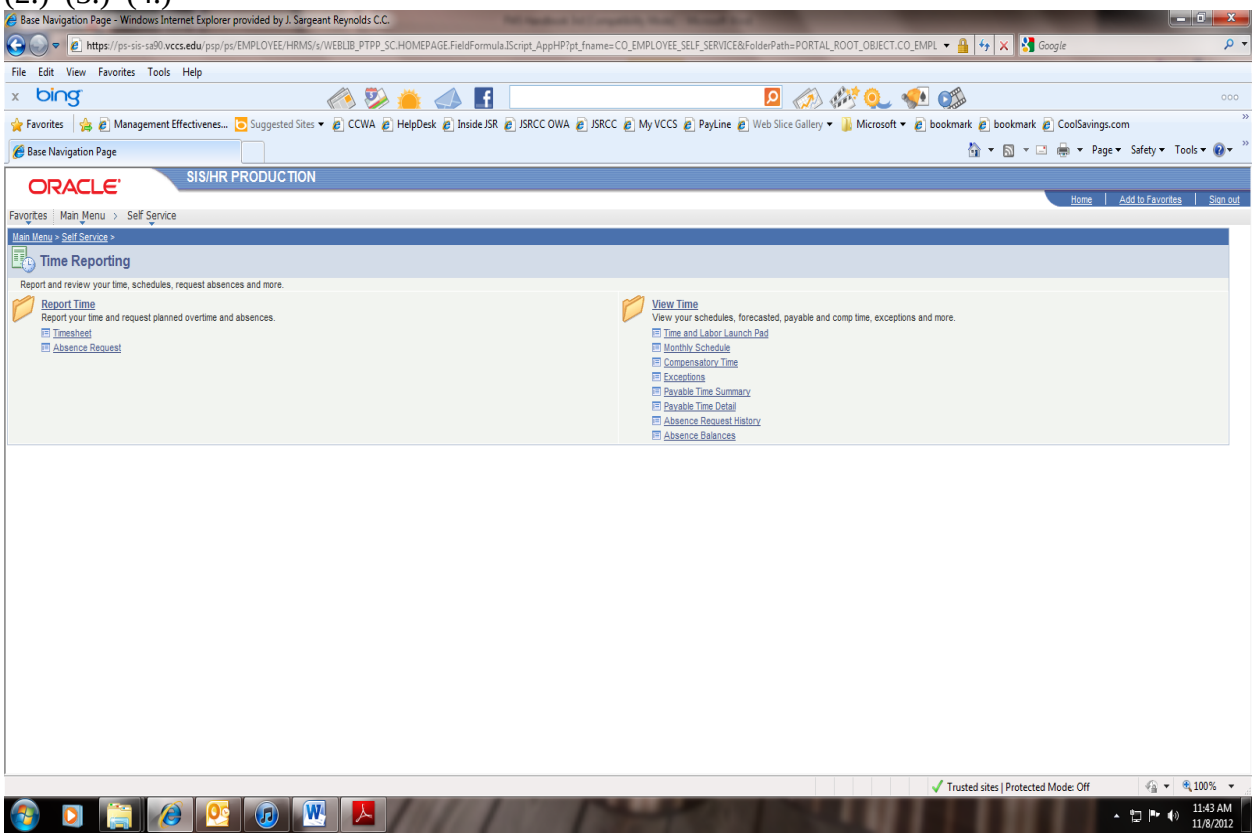
Base Navigation Page - Windows Internet Explorer provided by J. Sargeant Reynolds C.C.
ORACLE
SIS/HR PRODUCTION
Home | Add to Favorites | Sign out
Favorites | Main Menu > Self Service
Main Menu > Self Service >
Time Reporting
Report and review your time, schedules, request absences and more.
Report Time
Report your time and request planned overtime and absences.
Timesheet
Absence Request
View Time
View your schedules, forecasted, payable and comp time, exceptions and more.
Time and Labor Launch Pad
Monthly Schedule
Compensatory Time
Exceptions
Payable Time Summary
Payable Time Detail
Absence Request History
Absence Balances
Trusted sites | Protected Mode: Off
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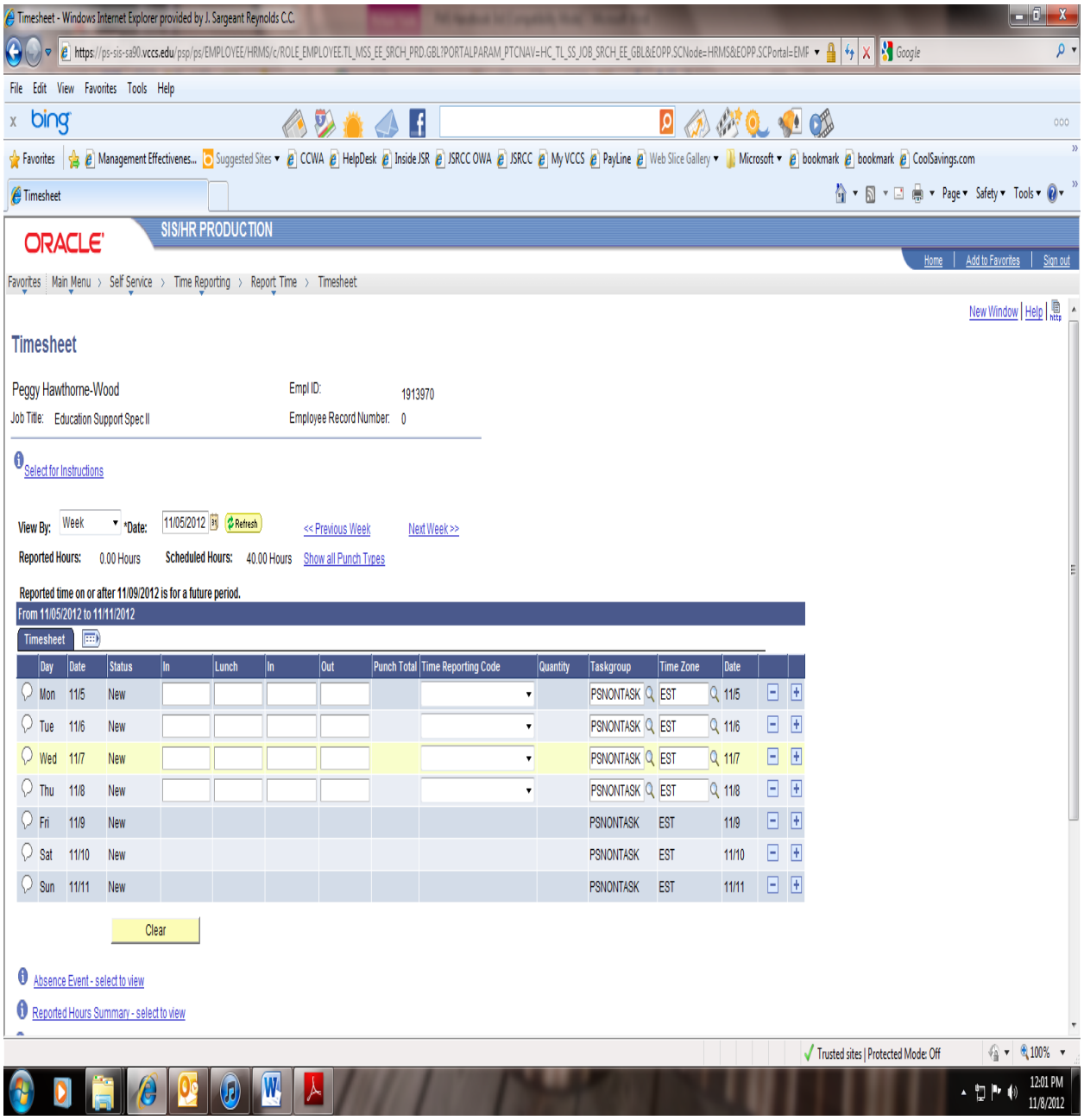
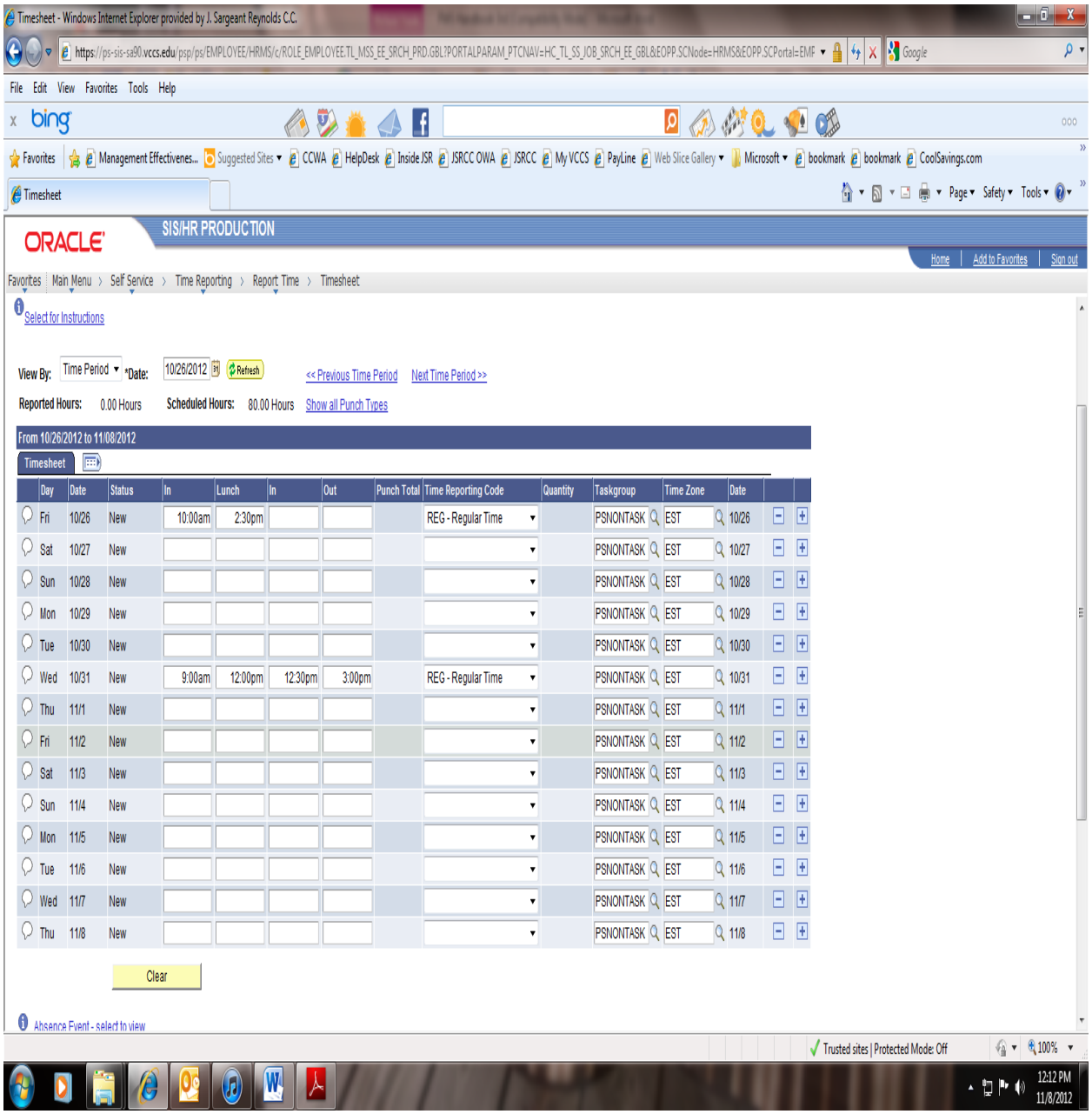
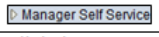

Timesheet - Windows Internet Explorer provided by J. Sargeant Reynolds C.C.
File Edit View Favorites Tools Help
ORACLE
SIS/HR PRODUCTION
Home | Add to Favorites | Sign out
Favorites | Main Menu › Self Service › Time Reporting › Report Time › Timesheet
New Window | Help
Timesheet
Peggy Hawthorne-Wood
Empl ID: 1913970
Job Title: Education Support Spec II
Employee Record Number: 0
Select for Instructions
View By: Week *Date: 11/05/2012 Refresh
<< Previous Week
Next Week >>
Reported Hours: 0.00 Hours
Scheduled Hours: 40.00 Hours
Show all Punch Types
Reported time on or after 11/09/2012 is for a future period.
From 11/05/2012 to 11/11/2012
Timesheet
Day | Date | Status | In | Lunch | In | Out | Punch Total | Time Reporting Code | Quantity | Taskgroup | Time Zone | Date
Mon 11/5 New PSNONTASK EST 11/5
Tue 11/6 New PSNONTASK EST 11/6
Wed 11/7 New PSNONTASK EST 11/7
Thu 11/8 New PSNONTASK EST 11/8
Fri 11/9 New PSNONTASK EST 11/9
Sat 11/10 New PSNONTASK EST 11/10
Sun 11/11 New PSNONTASK EST 11/11
Clear
Absence Event - select to view
Reported Hours Summary - select to view
Trusted sites | Protected Mode: Off
100%
12:01 PM
11/8/2012

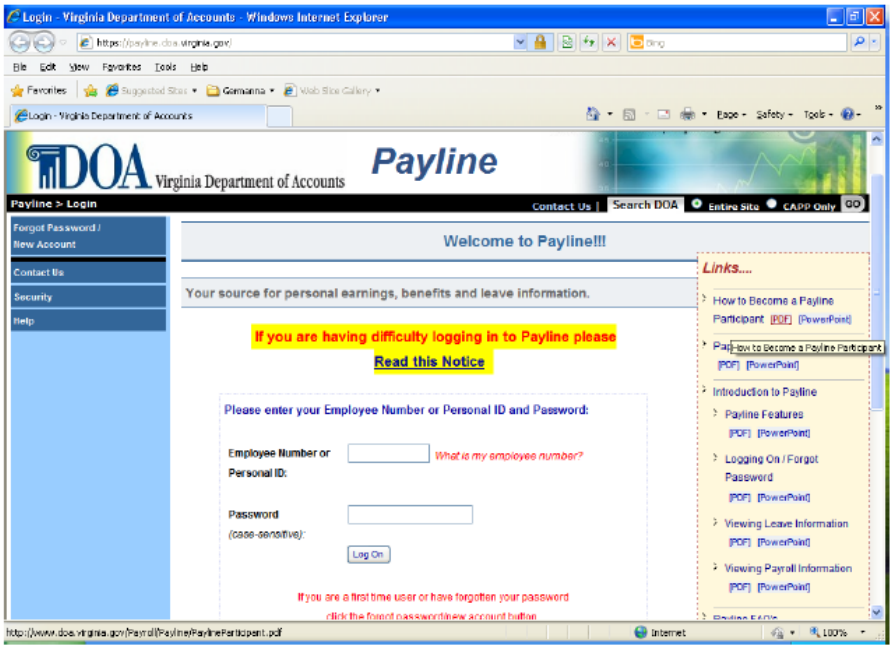


Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Taskgroup	Time Zone	Date
Fri	10/26	New	10:00am	2:30pm				REG - Regular Time		PSNONTASK	EST	10/26
Sat	10/27	New								PSNONTASK	EST	10/27
Sun	10/28	New								PSNONTASK	EST	10/28
Mon	10/29	New								PSNONTASK	EST	10/29
Tue	10/30	New								PSNONTASK	EST	10/30
Wed	10/31	New	9:00am	12:00pm	12:30pm	3:00pm		REG - Regular Time		PSNONTASK	EST	10/31
Thu	11/1	New								PSNONTASK	EST	11/1
Fri	11/2	New								PSNONTASK	EST	11/2
Sat	11/3	New								PSNONTASK	EST	11/3
Sun	11/4	New								PSNONTASK	EST	11/4
Mon	11/5	New								PSNONTASK	EST	11/5
Tue	11/6	New								PSNONTASK	EST	11/6
Wed	11/7	New								PSNONTASK	EST	11/7
Thu	11/8	New								PSNONTASK	EST	11/8

Approving Payable Time - MSS

1.	Click the **Manager Self Service** link. 
2.	Click the **Time Management** link.
3.	Click the **Approve Time and Exceptions** link.
4.	Click the **Payable Time** link.
5.	This page allows you to make a selection for the employees assigned to you. You can click on the **Get Employees** button and see **ALL** employees assigned to you. **or** You can apply a filter in the **Selection Criteria** area and narrow down your search. For example, entering an **EMPLID** will only show you one employee as it is a unique number. Entering a **Group ID** will show all employees within that group but not necessarily ALL employees assigned to you.
6.	Enter the desired information into the **Start Date** field. Enter a valid value e.g. "**111010**". **Note:** This is the start of the pay period you want to approve.
7.	Enter the desired information into the **End Date** field. Enter a valid value e.g. "**112410**". **Note:** This is the end of the pay period you want to approve.
8.	Click the **Get Employees** button.
9.	Click the **Scroll bar** to scroll down.
10.	Click and select link for **the employee**
11.	Click the **Scroll bar** to scroll down. This allows you to review reported time for the selected employee.

12.	Click the **Select All** link. This will allow you to select and approve time for all dates for the date range. **Note: Select All** only if all time reported is accurate.
13.	**Note:** If time reported is inaccurate, click the **Adjust Reported Time** link to update the employee's time sheet. The employee will be notified if any changes are made to their timesheet.
14.	Click the **Approve** button. **Note**: Once time is approved, it **can only be changed** by a designated timekeeper, supervisor, time administrator, or the employee. The employee could make the changes and resubmit the time for your approval, but you will not have access to make changes on behalf of the employee.
15.	Click the **OK** button.
16.	Click the **OK** button.
17.	You have learned how to approve payable time using **Manager Self-Service**. **End of Procedure.**



Your COV # will be sent to you after your first pay period. You have to move the last 2 zeros to the front of the #.

Go to Forgot Password/New Account, follow the prompts and HR will email you your passcode.